

Position Type:

Administrative Assistant- CTE & College & Career

Date Posted:

9/25/2025

Location:

Meridian Medical Arts Charter High School

Hours: up to 18/wk as needed

Salary: \$16.00

Calendar: To be determined by calendar year

Purpose

The College Career Administrative Assistant supports the day-to-day operations of the High School College and Career Center by providing administrative, clerical, and logistical support to the CTC Administrator and College and Career Counselor. This role helps to maintain updated resources, coordinate events and facilitate services that prepare students for college, careers, and other post-secondary or industry opportunities. Additionally, the assistant supports the administration of post-secondary assessments by helping with scheduling, proctoring, and reporting, while ensuring adherence to testing protocols and fostering a positive testing environment.

Supervision Received and Exercised

Receives administrative direction from the building administration and/or school counselor.

Essential Duties

Duties may include, but are not limited to, the following:

- Establish and maintain cooperative relationships with others: contribute to the development of a positive school climate;
- Assist in identifying, initiating, and deepening relationships with various community stakeholders including staff, students/alumni, parents, community partners, and non-profit organizations that will provide support to MMACHS programs;
- Provide administrative and clerical support to the CTC Administrator and Counselor.

- Ensure that all work is delivered on time, within scope, and within budget; provide regular reports on progress by providing appropriate evidence as requested by the CTC Administrator and/or school counselor;
- Coordinate, schedule, and advertise visits & presentations from colleges, military, and employers.
- Assist in planning and implementing College Exploration activities and events.
- Assist CTE programs with clinical site visits as needed to track student documents and work hours.
- Assist with the college career communication-School website, bulletin boards, Newsletters, etc.
- Assist college career counselor in scholarships, career pathway plans, and other post-secondary student planning.
- Serve as a backup to the office staff if needed.
- Assist with the Advanced Opportunities process as needed.
- Assist with IDLA registration, IDLA reporting, and all Advanced Opportunities for IDLA.
- Assist administration and counselor with planning and organizing logistics for assessments.
- Assist in communication with testing agencies and school staff regarding test registration, materials, and reporting requirements.
- Monitor adherence to testing policies and protocols to ensure compliance with all regulations.
- Maintain accurate records of test administration, attendance, accommodations and any irregularities during testing.
- Assist in scheduling test dates, arranging testing locations, proctoring test session, and coordinating with teachers, proctors, and students to ensure smooth testing operations for assessments, including but not limited to:
 - College Entrance Exams (ACT, SAT, PSAT)
 - TSA, WRA, Industry certification/registry exams
 - ISAT

- Create and/or contribute to media, including video, that increases awareness of MMACHS and its programs;
- Perform other administrative or clerical duties as assigned by the administration, or counselor. Establish and maintain good working habits, including punctuality;
- Implement the vision, beliefs, mission, objectives, and parameters of MMACHS's strategic plan; Ensure compliance with all school policies and procedures related to the job.
- Maintain strict confidentiality of all students, school records, and information.
- Maintain a clean, organized, and efficient office and work environment.

Minimum Qualifications

Knowledge of:

- College, career, and military pathways, as well as post-secondary planning resources and terminology.
- High school graduation requirements and advanced opportunities (e.g., IDLA, ACT/SAT, ISAT, TSA, WRA)
- Testing protocols and procedures for standardized assessments.
- School and district policies related to student records, confidentiality, and assessment compliance.
- Student information systems and scheduling platforms.
- Basic principles of event planning and coordination in an educational setting.

Ability to:

- Coordinate and manage logistics for events, meetings, and assessment sessions with accuracy and attention to detail.
- Maintain confidentiality and handle sensitive information with discretion and integrity.
- Assist with the planning, promotion, and execution of college and career readiness events and activities.
- Use technology effectively for communication, scheduling, data entry, and record keeping.

- Work independently and collaboratively with administrators, counselors, teachers, and external partners.
- Proctor standardized tests and ensure full compliance with testing requirements as needed.
- Communicate clearly and concisely, both orally and in writing.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Qualifications

- High school diploma or equivalent.
- Must have a valid Idaho driver's license and a vehicle to drive and/or they must provide their own transportation for job related activities.
- Any job-related travel during the workday will be reimbursed at the approved state mileage reimbursement rate.
- Two years of successful administrative clerical experience. Public education experience highly desired.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend and organize documents and text forms.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and to make adjustments to equipment.
- Sufficient body mobility, flexibility, strength and balance, with or without reasonable accommodations, which permits the employee to work in an office environment, lift up-to 20 pounds, stand or sit for extended periods of time, and perform standard office functions.

Evaluation

Yearly by supervisor.

Terms of Employment

- Up to 18 hrs/wk. To be determined by calendar year.
- Regular attendance is an essential function of this job.
- If you are chosen for this position your employment with the District would be "at will". Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.
- As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."